



## NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY MOS:	RANK/GRADE:	OPENED TO:	ANNOUNCEMENT #:
Recruiting and Retention NCO	SFC/E7 (Minimum: SPC/E4 w BLC)	NATIONWIDE	AGR-FTM 2022-01

**UNIT, LOCATION, POC:****OPENS:** 01 October 2021**CLOSES:** 30 September 2022

NCARNG REC &amp; RET BN

(Various Duty Locations Statewide)

POC: SGM Teddy Whitaker (984) 664-7101

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**POSITION DESCRIPTION:** Responsible for recruiting qualified personnel for the NCARNG to meet monthly accession goals as established by OTAGNC. Recruiting & Retention NCOs must conform to the highest moral and ethical responsibilities required of a NCO. RRNCOs are responsible for personal time management often working long and erratic hours to accomplish their assigned missions. RRNCOs must maintain compliance with strength maintenance regulations, policies, procedures, and State guidance to include the 5-1-2-1+1 principle. Specific tasks, duties, and responsibilities include the following:

1. Performs prospecting at high schools, events, and communities. Establishes and maintains contacts in designated recruiting area in order to generate interest, leads and enlistment into the NCARNG. Conducts telephone prospecting, area canvassing, other lead generation activities, and maintains lead refinement lists.
2. Inputs and maintains lead, prospect, and school program data through the use of the ARISS (Automated Recruiting Information Support System) program and Recruiter Zone.
3. Establishes and maintains effective centers of influence (COIs) and very important persons (VIPs) in schools, civic and government organizations. Frequently engages in verbal communication.
4. Develops, implements, and maintains effective school recruiting programs.
5. Presents formal and informal presentations to various school and civic groups concerning the NCARNG mission/role, history, programs, features, benefits, and various enlistment opportunities.
6. Establishes and maintains a liaison relationship with local radio, television, and print media personnel to ensure the public is aware of the benefits of serving in the NCARNG.
7. Pre-qualifies prospects to ensure current, basic enlistment eligibility criteria are met. Counsels disqualified applicants.
8. Interviews and counsels prospective enlistees concerning personal aptitudes, enlistment options, service obligations, training opportunities, Selective Reserve Incentive Programs (SRIP), Montgomery GI Bill, IET requirements, and military life.
9. Advises and assists unit commander(s) in assigned areas in developing and implementing an effective strength maintenance program. Conducts retention interviews as required.
10. Establishes and maintains liaison with commanders and staff on all elements affecting unit strength climate.
11. Frequently reviews applicant documents, records, and correspondence for inclusion in packets, waiver request, and future military service records.
12. Maintains high standards of physical fitness, and appearance in order to portray a Soldierly appearance at all times.

**QUALIFICATION REQUIREMENTS:**

1. Be qualified in or meet prerequisites for SQL4 and MOS 79T in accordance with DA PAM 611-21 and SMOM 18-058.

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2. Applicants must have a minimum General Technical - GT score of 110 (waiver eligible for a General Technical - GT score of 100 or a GT score of 95 with a skilled-technical score - ST score of 95.)
3. Must meet AGR selection criteria and membership requirements in National Guard Regulations 601-1, 600-200, 600-5, 600-10, and Army Regulations AR 601-280 and AR 135-18 as applicable.
4. Individuals involuntarily separated from the AGR program or who voluntarily resign from the AGR program in lieu of adverse personnel actions are not eligible to re-enter the program.
5. Must be able to serve at least 3 years on an AGR status prior to completing 18 years TAFMS or MSD from active status based on age or service under provisions of law or regulations as prescribed by current directives.
6. Must not be under a current suspension of favorable personnel actions (FLAG), to include Bar to Reenlistment, or required to be under suspension under AR 600-8-2, even if no suspension has been imposed.
7. Must not possess obviously distracting physical characteristics or mannerisms.
8. Tattoos must be in compliance with AR 670-1. Must possess manual dexterity in both hands.
9. Must have or be able to obtain a Secret Security Clearance. Security Clearance cannot be suspended or denied. Individuals must attain an Interim Secret Clearance within 60 days of hire date. If Security Clearance is not granted upon investigation, individuals will be immediately terminated from AGR Tour.
10. Have not filed for Bankruptcy in the last 3 years.
11. Meet retention medical/physical standards of Chapter 3, AR 40-501. Physical profile (PULHES) requirement of no higher than 132221. A current Periodic Health Assessment (PHA) within 12 months is required for entry into the AGR Program. Soldiers with a "3" in Upper Extremities must have prior MMRB (MAR2) clearance (waiver not authorized)
12. Soldiers possessing a P3 or P4 in any profile factor must have prior MOS Medical Review Board (MMRB) clearance. Soldiers with outstanding medical issues (temporary profiles) ARE NOT qualified for entry into the AGR Program. Additionally, Soldiers may not have a shaving profile (waiver not authorized). Contact the POC to inquire concerning special considerations.
13. Must not have any documented verbal communication issues.
14. Must possess a current and valid civilian driver's license.
15. Formal training (successful completion of the SQI4 Basic Recruiting and Retention Course conducted under the Auspices of the Recruiting and Retention School) is mandatory. Course length is 5 weeks and is required to become SQI4 qualified for position within six months of AGR start date.
16. Recruiting and Retention NCO duty positions are the rank of SSG. RRNCO duty positions in the rank of SFC are identified as Senior RRNCO positions. Applicant's in the rank of SFC that do not possess previous, successful military Recruiting experience, will be required to take an administrative voluntary reduction to SSG prior to entry onto AGR.
17. Applicants regardless of rank, MOS qualification, and experience, will only be assessed into AGR positions where a valid position authorization by grade exists at time of entry and subject to voluntary administrative reduction.
18. Soldiers in the grade of E4 must have three (3) years' Time in Service to apply. Soldiers in grade of E4 who are selected for an AGR Recruiting and Retention NCO position and promoted to SGT against a recruiting and retention position authorization, and who are subsequently removed or resign from the Recruiting and Retention position (SQI 4) prior to completion of 12 months will be reduced back to Specialist IAW AR 600-8-19.
19. Candidates will be evaluated based on their experience, training, education, performance, and potential. Consideration will be based on available information contained in the individual's application.
20. If applicant has dependents under the age of 18 and has no spouse, divorced, widowed or separated, or is dual military IAW AR 600-20, must have a valid and approved family care plan.
21. If selected, applicant must relocate or live within 50 miles of the assigned duty location.
22. Accepting this position may affect your incentives. Applicants should contact the G1 Education and Incentives office if they have questions.
23. Must meet OPAT requirement in Demand Category "Moderate" (Gold)

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## **ADDITIONAL REQUIREMENTS:**

**NOTE:** All applicants must meet screening requirements for Positions of Significant Trust and Authority (POSTA), IAW AR 614200 dated 25 January 2019.

1. Screening includes State and Local Criminal Background Records Checks, National and State Level Sex Offender Check, Behavioral Health Assessment, Criminal Investigation Division (CID), Department of the Army Inspector General (DAIG), Army Substance Abuse Program (ASAP), and Military Personnel Restricted File review.
2. Applicants must receive favorable state level screening prior to becoming eligible for acceptance into the AGR Program. After state level screening and checks have come back favorable, selected applicants will be hired and receive an AGR Order. This will be contingent upon favorable NGB Level Screening and Checks, selected applicants that pass the screening will remain on their current AGR orders and continue their initial tour.  
  
If the selected applicant does not pass the screening, their orders will be revoked and Soldier will be removed from the AGR program.
3. Unfavorable NGB level results or applicants unable to pass NGB Level Screening will be disqualified and result in immediate removal from the AGR program.
4. No record of conviction by Special or General Courts-Martial or Civilian Courts of offenses listed in AR 27-10 (MILITARY JUSTICE), Chapter 4, or otherwise required to register as a sex offender under AR 27-10, Chapter 24.
5. Must not have a Type I or Type II Offenses IAW AR 614-200 Table 8-1 and HQDA EXORD 193-14 Annex B.
6. When contradictions between AR 614-200 Table 8-1 and Annex B EXORD 193-14 occur, Annex B will take precedence.
7. No alcohol related incidents such as DUI/DWI or Larceny/Theft within the past 5 years.
8. Moral turpitude disqualifiers involves misconduct of the following nature: sexual harassment; sexual assault; domestic violence; adultery; incest, bestiality; sexual activity with subordinate Soldiers or fraternization; pandering; prostitution; possession, distribution, receiving or viewing child pornography; sexual spouse or child abuse characterized as moderate or severe; stalking; rape; or indecent acts with minors.
9. Must possess or be able to produce a favorable National Agency Check (NAC) or National Agency Check with Law and Credit (NACLC) (background investigation). If NAC/NACLC is not granted upon investigation, individuals will be immediately terminated from AGR Tour.

## **STABILIZATION:**

Soldiers hired as Recruiting and Retention NCOs will remain assigned to the Recruiting and Retention Battalion for a minimum period of 36 months after MOS/SQI qualification or for a period of 36 months upon assignment if already DMOS qualified. During this 36-month period, NCOs performing recruiting and retention duties are not allowed to apply for other AGR positions within the NCARNG IAW Recruiting stabilization rules.

## **SQI 4 PROCESS/79T CONVERSION**

1. All ARNG Soldiers in the grades of Sergeant through Sergeant First Class who successfully complete the Basic Recruiting and Retention NCO Course will be awarded SQI 4, Non-Career Recruiting and Retention NCO (RRNCO). The RRNCO Basic Course must be completed within 6 months after beginning the initial tour.
2. IAW NGR 601-1, the period of assignment for a Non-Career RRNCO is 36 months. A waiver can be authorized up to 48 months with a recommendation from the Recruiting and Retention Battalion Commander. Individuals that do not complete the 79T conversion course will not have their initial AGR tour extended. A 12-month extension may be approved with concurrence from the Recruiting and Retention Battalion Commander.
3. SQI 4 Soldiers may request conversion to 79T Career RRNCO upon one year completion of the SQI4 Course and demonstrated success as a production recruiter per NGR 600-200, paragraph 3-11e. The decision to convert to MOS 79T will be based on the Soldiers' demonstrated performance while in SQI 4 status and future potential as a Career RRNCO.
4. Soldiers not selected for conversion to 79T will be notified of release from the AGR program at the conclusion of their initial AGR tour if not sooner separated for cause. Soldiers may apply for positions outside of RRB once their initial stabilization period of 36 months has expired.

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## NCARNG APPLICATION CHECKLIST

### REQUIRED FROM ALL APPLICANTS:

\_\_\_\_\_ 1. Application Checklist and email address (**PRIMARY AND SECONDARY – HAND WRITTEN OR TYPED**)

**Primary:** \_\_\_\_\_ **Secondary:** \_\_\_\_\_

\_\_\_\_\_ 2. Signed Application:

- **M-Day and out of state AGR Soldiers** – Use NGB Form 34-1 AGR Application; it can be found at <https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>
- **Current NCARNG AGR Soldiers only** – Use OTAGNC Form 690-101, AGR Mobility Application, it can be found at <https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>

\_\_\_\_\_ 3. Copy of Individual Medical Readiness (IMR) Record - **PHA must be dated within 15 months prior to announcement closing date to be valid**. Additionally, PHA must be dated within 15 months prior to entry into the AGR program. The IMR is accessible through Army Knowledge Online (AKO) or unit Admin/Readiness NCO.

\_\_\_\_\_ 4. Copies of the **three most recent evaluation reports** - DA Form 2166-8/9 series (NCOER) or DA Form 67-9/10 series (OER). Submit memo explaining the status of any missing evaluations. Evaluation reports apply only to NCOs and Officers.

- Completed evaluation reports are accessible through iPERMS.
- For CPL/E4 or newly promoted SGT/E5 with less than three evaluation periods, a letter of recommendation from the Unit Commander or Senior NCO (SFC/E7 or above) is required.

\_\_\_\_\_ 5. Copy of **Validated and/or Certified** Selection Board Record Brief (ERB/ORB). It is accessible through unit Admin/Readiness NCOR or by logging into <https://arngg1.ngb.army.mil/SelfService/CareerCenter/Home.aspx> and clicking "My Record Brief."

\_\_\_\_\_ 6. Statement of Active service (submit one of the following):

- M-Day and out of state AGR Soldiers must submit NGB Form 23A/B (Retirements Points Accounting Management - RPAM) – **It must be pulled/prepared within 30 days prior to announcement closing date**. It is accessible through unit Admin/Readiness NCO.
- NCARNG AGR Soldiers must submit a copy of current AGR Orders.
- Army Reserve/Regular Army Soldiers must submit DA Form 1506 Statement of Service.

\_\_\_\_\_ 7. All Certificate of Release or Discharge from Active Duty (DD Form 214, DD Form 220, and/or DD Form 215 if applicable). **The DD 214s must have items 23-30 included to be considered valid for application purposes**. These documents are accessible through iPERMS.

\_\_\_\_\_ 8. **NCARNG AGR Soldiers ONLY** - Letter of Acknowledgement (LOA) BN or BDE AO acknowledging AGR Soldier is applying for an AGR position outside their MSC. AGR Soldiers applying for positions within the same MSC need not submit a LOA. This is not a letter of recommendation and has no effect on acceptance of packet.

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\_\_\_\_\_9. DA Form 705 (form will be updated once AFCT becomes effective as the record fitness test)

- M-Day/TPU Soldiers submit valid DA Form 705 with a passing score ~~dated within 14 months prior to announcement closing date~~. Additionally, APFT must be valid prior to entry into the AGR program (~~within 14 months for MDay/TPU personnel~~). **Note: Per current NCARNG COVID-19 requirements, a passing APFT dated on or after 1 January 2019 (1 October 2018 if Soldier had a profile) is considered valid.**
- AGR and Active Duty submit a valid DA Form 705 with a passing score ~~dated within 6 months prior to announcement closing date to be valid~~. **Note: Per current NCARNG COVID-19 requirements, a passing APFT dated on or after 1 March 2019 (1 October 2018 if Soldier had a profile) is considered valid.**
- Submit DA Form 3349 Physical Profile (if alternate APFT events are applicable)

\_\_\_\_\_10. DA 5500/5501 Body Fat content worksheet (If Applicable). Accessible through iPERMS

- M-Day/TPU Soldiers submit a valid DA Form 5500/01 ~~dated within 12 months prior to announcement closing date~~. **Note: NCARNG COVID-19 requirement is a valid DA Form 5500-5501 dated on or after 1 July 2019.**
- AGR and Active Duty Soldiers submit a valid Form 5500/01 ~~dated within 6 months prior to announcement closing date~~. **Note: NCARNG COVID-19 requirement is a valid DA Form 5500-5501 dated on or after 1 July 2019.**

\_\_\_\_\_11. All DA Form 1059s showing PME and MOS qualification completion.

**PLEASE READ DISCLAIMER:** Soldiers who have voluntarily resigned from an AGR position must wait 12 months prior to re-entering the AGR program. As an exception, Soldiers may still apply and interview for jobs during the 12-month window, but will need a waiver approved by TAG if selected for the position. Soldiers who were involuntarily released from the AGR program will need a waiver approved by TAG prior to applying and interviewing for AGR positions. You, the applicant, are responsible for the completion and turn-in of your application, all contents and attachments. Please ensure that all required documents (as applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL NOT BE PROCESSED FOR INTERVIEW.** Applications and associated documents will not be considered for future vacancy announcements. Applications must be received in the HRO email inbox no later than 1630 hours (EST) on the closing date of the announcement. If the application is reviewed by HRO and returned for correction prior to the closing date on the announcement, it must be corrected and resubmitted before job announcement closes in order for the application to be considered. **HRO is not required to review application prior to the closing date on the announcement; hence, it is imperative the application is complete and correct when submitted.** **DEPLOYED APPLICANTS:** If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address (es). Certain requirements are subject to being waived during certain periods (i.e. COVID-19 or a similar event). Soldiers who have voluntarily resigned from an AGR position must wait 12 months prior to re-entering the AGR program. As an exception, these Soldiers may still apply and interview for jobs during the 12-month window, but will need a waiver approved by TAG if selected for the position. Soldiers who were involuntarily released from the AGR program will need a waiver approved by TAG prior to applying and interviewing for AGR positions.

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**PACKETS MUST BE SUBMITTED VIA EMAIL TO:**

[ng.nc.ncarng.mbx.hro-agr@army.mil](mailto:ng.nc.ncarng.mbx.hro-agr@army.mil).

**NO MAILED OR HAND DELIVERED APPLICATIONS/DOCUMENTS WILL BE ACCEPTED. NO EXCEPTIONS**

Subject line MUST include Your Rank, Last Name, First Name, Position Title and Announcement Number

**(Ex.) SGT, Smith, Joey, Admin, 2018-12**

Application must be scanned in as one pdf file in the sequential order of the checklist with the naming convention of the file as your Rank, Last Name, First Initial and Position Announcement Number. **(Ex.) SGT Smith, J. 2020-01**

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